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O SEP 17 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Revised T/O for Administrative Staff, ORR

REFERENCES: (Attached as Tabs)

- Tab 1 - Memorandum from AD/ORR, dated 31 August 1953, subject: "Revision of T/O for Administrative Staff, ORR".
- Tab 2 - Functional Analysis of the current and proposed staffing structure, prepared by Classification and Wage Division, Personnel Office.
- Tab 3 - Memorandum from Comptroller to AD/A, dated 3 September 1953, subject: "Revision of T/O for Administrative Staff, ORR".

1. Tab 1 is the request of the Assistant Director for Research and Reports for the revision of the T/O for the Administrative Staff, ORR, in accordance with current functional responsibilities and work load. Grades requested represent the determinations of the Classification and Wage Division, Personnel Office, made as a result of a survey of the proposed staff organization. The proposed Administrative Staff will consist of 14 positions as compared with 10 positions in the former organization (exclusive of the ORR Clerical Pool). The additional positions are to be obtained by the abolition of the ORR Clerical Pool of three positions and the elimination of one secretarial position from the Office of the Chief, Reports Division.

2. The proposed organization has the concurrence of the Assistant Management Officer, DD/I area, (Tab 1).

3. Tab 2 consists of an analysis of the basic functions of each position on the current Administrative Staff T/O as contrasted with this data under the proposed staffing structure. It will be noted that the proposed additional positions are concerned largely with records management and expanded budget, training, office procedures, and statistical reporting responsibilities.

4. Tab 3 reflects the budgetary implications of the ORR proposal. The Comptroller's analysis of the requested T/O reveals the average salary of the Staff will be \$5,077, an increase of

\$510 over the current average of \$4,567 for the thirteen positions in the Administrative Staff including the Clerical Pool. These figures are compared with the overall average ORR salary in the 1954 revised Congressional budget of \$5,648 and the 1954 "A" budget of \$5,766. The Comptroller concurs in the proposal with the proviso that resultant increases in costs be absorbed within ORR allowances. The Chief, Administrative Staff, ORR, has been informed of and acknowledges this budgetary requirement..

5. The proposed staffing structure is in consonance with the current trend towards the establishment of increasingly larger office administrative staffs to assume new or increased support requirements. However, to our knowledge, the support requirements imposed as illustrated in Tab 2 have without exception official sanction, e.g. records management, training liaison, increased budgetary workloads. It is our observation that the Administrative Staff, ORR, is one of the most active and progressive in the DD/I area and is developing a comprehensive support program. In comparison with other office Administrative Staffs (OCI-7 positions, OO Divisions-20 positions, OSI-13 positions, OOR-7 positions) the requested ORR increase to 14 positions does not appear out of line.

6. Based on the considerations mentioned above, it is recommended that the ORR proposal be approved as stated in Tab 1. No change in office T/O or ceiling strength is required.

GEORGE E. MELLOON
Personnel Director

3 Attachments
As stated

Action by Approving Authority:

Date T/O and Ceiling Approved

15/ Laurence R. Houston
Acting Deputy Director
(Administration)

25X1A PO/CWD/██████:elc (16 September 1953)

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing 3 attachments